



Job Title: Assistant to the Town Manager

Department: Town Hall Administration

Immediate

Supervisor: Town Manager

Job Status: Regular, Full-time	FLSA Status: Exempt	Town Status: Classified
Origination Date: 02/2014	Revision Date:	

BRIEF DESCRIPTION OF THE JOB:

Under general administrative and policy direction of the Town Manager, provides executive level staff support to the Town Manager and actively supports and upholds the town's stated mission and values.

ESSENTIAL FUNCTIONS:

Incumbents will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed. The following do not identify all duties performed by any single incumbent.

Physical Strength Demands/Codes

S = Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
L = Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.
M = Medium	Exerting 20 – 50 pounds occasionally, 10 – 25 pounds frequently, or up to 10 pounds constantly.
H = Heavy	Exerting 50 – 100 pounds occasionally, 25 – 50 pounds frequently, or from 10 – 20 pounds constantly.
V = Very Heavy	Exerting over 100 pounds occasionally, 50 – 100 pounds frequently, or from 20 – 50 pounds constantly.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Conducts self-directed complex research and analysis, and mobilizes cross-departmental teams to complete special projects, studies and surveys. Works with Department Directors and managers in order to achieve objectives and to prepare and present proposals for Town Manager and elected officials approval. Acts as project manager on special tasks and committees as assigned by the Town Manager.
2	S	Develops recommendations on operation policy and procedures, programs, services and other administrative issues of significance. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures for all departments. Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and assists in the implementation of change.
3	S	Assists in developing, defining, planning, implementing and evaluating goals and objectives that encourage and support interdepartmental cooperation to the benefit of the town; recommends and reviews Town policies and procedures.



Physical Strength Code		ESSENTIAL FUNCTIONS
4	S	Briefs the Town Manager on matters of concern and presents program proposals for approval and submission to Council. Facilitates or prepares presentations, requests, issues and projects raised by or for Council Members on behalf of the Town Manager.
5	S	Tracks, evaluates, drafts and assists with implementing legislation. Follows the legislative process and reports back to the Town Manager on items of particular importance. Develops, coordinates, manages and participates in intergovernmental programs to represent and advance the interests of the Town. Confers with departments and local, county, state and federal agencies regarding plans and priorities for programs and partnership opportunities.
6	S	Represents the Town Manager at meetings with Town management, employees, citizens, or other groups; prepare and make presentations regarding Town programs and policies; answer questions and provide information as requested.
7	S	Responds to public inquiries and complaints, and assists with resolutions and alternative recommendations; as necessary and assigned, responds to sensitive inquiries on behalf of the town Manager as appropriate. Responses to sensitive requests for information may involve confidential matters.
8	S	Anticipates how to assist the Town Manager in responding to the community, elected officials and the organization, acting as a facilitator and often translator of open communication and understanding.
9	S	Assists with the preparation of the Town Manager's budget.
10	S	Receives periodic performance reviews with an underlying expectation of seamless customer service and recognition of the need for seasoned handling of all matters as a representative of the Town Manager and the Town.
11	S	May coordinate articles and communiques with the Communications division on behalf of the Town Manager for newsletters, public presentations and award opportunities.
12	S	May lead, train, or supervise others.
13	S	Performs all work duties and activities in accordance with department and/or Town policies and procedures.
14	S	Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.



JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree from an accredited four year college or university with major course work in Business or Public Administration, or closely related field.
Experience	Three years public sector experience in a professional capacity. Municipal government experience preferred.
Certifications and Other Requirements	Knowledge of the legislative process and economic development practices.
Driver's License	Valid Driver's License required, Arizona Driver's License required within ten days of hire.
Preferred Education/Experience	Master's Degree is preferred.



PHYSICAL DEMANDS

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Continuously
Never Occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Making presentations <input checked="" type="checkbox"/> Observing work site <input type="checkbox"/> Observing work duties <input checked="" type="checkbox"/> Communicating with Co-workers
Fine Dexterity	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Computer keyboard <input checked="" type="checkbox"/> Telephone keypad <input checked="" type="checkbox"/> Calculator <input type="checkbox"/> Calibrating equipment
Walking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> To other departments/offices <input checked="" type="checkbox"/> Around work site
Lifting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Supplies <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files
Carrying	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Supplies <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Files
Sitting	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Desk work <input checked="" type="checkbox"/> Meetings <input checked="" type="checkbox"/> Driving
Reaching	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> For supplies <input checked="" type="checkbox"/> For files
Handling	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input checked="" type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Paperwork <input type="checkbox"/> Monies
Kneeling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower Shelves/ground
Crawling	<input checked="" type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Under equipment <input type="checkbox"/> Inside attics/pipes/ditches
Other		Explain:

Physical Demands	Frequency Code (Mark only one)	Description: (Check all that apply)
Pushing/Pulling	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> File drawers <input type="checkbox"/> Equipment <input checked="" type="checkbox"/> Tables and chairs <input type="checkbox"/> Hoses
Climbing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Stairs <input type="checkbox"/> Ladders <input type="checkbox"/> Step stools <input type="checkbox"/> Onto equipment
Vision	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Computer Screen <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Observing work site
Foot Controls	<input type="checkbox"/> N <input type="checkbox"/> R <input checked="" type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> Driving <input type="checkbox"/> Operating heavy equipment <input type="checkbox"/> Operating dictaphone
Balancing	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> On ladders <input type="checkbox"/> On equipment <input type="checkbox"/> On step stools
Bending	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Crouching	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input type="checkbox"/> Filing in lower drawers <input checked="" type="checkbox"/> Retrieving items from lower shelves/ground
Hearing	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public <input type="checkbox"/> Listening to equipment
Twisting	<input type="checkbox"/> N <input checked="" type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input type="checkbox"/> C	<input checked="" type="checkbox"/> From computer to telephone <input checked="" type="checkbox"/> Getting inside vehicle
Talking	<input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> O <input type="checkbox"/> F <input checked="" type="checkbox"/> C	<input checked="" type="checkbox"/> Communicating via Telephone/radio, to Co-workers, public



MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, general office supplies, computer, printer, calculator, telephone, cellular phone, vehicle, Standard Microsoft Windows and Office software, various department and Town specific software packages, and the Internet.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Dirt and Dust	S
Chemical Hazards	S	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	X		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Other (see 2 below)	X

(1) These hazards would only apply during tours of various equipment and processes.

(2) Primary work location is office but some time is spent in vehicle traveling to meetings, and some tours are conducted outdoors.

WORK SCHEDULE POSSIBILITIES	
Rotating Shift Work	
24 Hour Shift Work	
Work on Holidays	X
Work on Weekends	X
Typical 40 Hour Work Week	X
Overtime	X
On Call/Call Out	X

PROTECTIVE EQUIPMENT REQUIRED:

No protective equipment required during a normal work day, but if attending or conducting a tour, incumbent may be required to wear appropriate protective equipment.



NON-PHYSICAL DEMANDS:

N = Never Never Occurs	R = Rarely Less than 1 hour/week	O = Occasionally Up to 1/3 of the time	F = Frequently From 1/3 to 2/3 of the time	C = Continuously 2/3 or more of the time
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

(3)

EXPECTED BEHAVIOR:

The incumbent is expected to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following:

- ◆ High ethical standards
- ◆ Active participation in teamwork
- ◆ Strong safety principles and safety awareness
- ◆ Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT

The Town of Sahuarita, Arizona is an Equal Opportunity Employer.

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